




EMILY DANIELS

Assistant Principal

(864) 555-3210 

emily.daniels@email.com 

Greenville, SC 



PROFESSIONAL SUMMARY

Experienced high school English teacher transitioning to an Assistant Principal role, with a strong foundation in curriculum development, student engagement, and instructional leadership. Over 10 years of classroom experience combined with recent administrative training in educational leadership. Passionate about fostering academic excellence and creating supportive learning environments.

EDUCATION

2021 - 2023

Master of Education (M.Ed.) in Educational Leadership

Clemson University, SC

2010 - 2014

Bachelor of Arts (B.A.) in English Education

University of South Carolina, Columbia, SC

SKILLS

- Curriculum Development **Expert**
- Instructional Leadership **Expert**
- Professional Learning Communities (PLCs) **Expert**
- Student Engagement Strategies **Expert**
- Teacher Mentorship and Coaching **Expert**

COURSES

2022

National Board Certification in English Language Arts

2022

Certified Literacy Coach

EXPERIENCE

2019 - Now

Instructional Leader Greenville High School / SC

- Lead Professional Learning Communities (PLCs), facilitating discussions on data-driven instruction and student achievement.
- Coordinate school-wide literacy initiatives, improving reading proficiency by 15% over two years.
- Assist the administration in evaluating instructional programs and implementing school improvement plans.

2014 - Now

English Teacher Greenville High School / SC

- Teach AP and Honors English courses, consistently achieving a 90%+ pass rate on state exams.
- Serve as department chair, leading a team of 10 English teachers in curriculum alignment and instructional strategies.
- Mentor new teachers, providing guidance on classroom management, lesson planning, and professional growth.

EXTRACURRICULAR LEADERSHIP

- **Literacy Club Advisor**, Greenville High School (2020 – Present)
- **Prom Committee Chair**, Mauldin High School (2015 – 2017)